

## FAQs for Staff Members at Closing Schools

Below are the answers to the most frequently asked questions regarding staffing and the school closure process. We know you may have many additional questions, which is why we will be sending DCPS Staffing Team representatives to each of the closing schools over the coming weeks to provide in-person assistance. In the interim, if you have any additional questions, please contact the DCPS Office of Human Capital by emailing [dcps.hranswers@dc.gov](mailto:dcps.hranswers@dc.gov) or calling (202) 442-4090. Please do not hesitate to reach out; our goal is to provide you with the best possible customer service throughout this process.

### General Questions

#### **If I work at a closing school, can I automatically move to one of the receiving schools?**

We understand that you have a strong bond with your students, which is why we want to help facilitate your move to a receiving school. Towards that end, we will be holding interview fairs, providing resume-writing support, sending Staffing Team representatives to the closing schools to answer questions, and taking many other steps to assist you during this transition. Please note, however, that placements are not guaranteed. Ultimately, the principals of the receiving schools will make the final hiring decisions for their campuses.

#### **How will DCPS support me during this transition?**

We will assist employees affected by the closure process in a number of ways. The table below provides a timeline and a brief summary of the supports we will provide.

Timeline	Initiative	Details
Late January - Early February	Introductory Meetings at Closing Schools	Representatives from the DCPS Staffing Team will visit each affected school to introduce themselves, provide an overview of staffing policies, and answer any questions you may have.
February	Resume Writing Workshops	The DCPS Staffing Team will hold resume-writing workshops for affected staff members. We will also distribute resume templates.
April - May	Special Interview Fairs for Employees of Closing Schools	These fairs will provide you with structured opportunities to meet with the principals of the receiving schools. Only staff members from closing schools will be invited to these initial fairs.
Summer	DCPS-Wide Interview Fairs	As budgets are finalized, we will hold additional interview fairs for the entire school system. These fairs will be specialized according to job type.

Ongoing	Resume Database	To help facilitate the placement process, please be prepared to submit your resume and your contact information to the DCPS Staffing Team. We will be developing a database of this information to help the principals of the receiving schools make the best possible hiring decisions for their campuses.
Ongoing	Staffing Team Point of Contact	Each closing school will have a single point of contact on the DCPS Staffing Team to help answer questions and provide ongoing support and assistance. You will meet this individual at the transition meetings being held over the next couple of weeks. In the interim, please feel free to call 202-442-4090 with any questions you may have.

**When can I start interviewing with principals at other schools?**

You may begin to reach out to principals now, but please note that their budgets – and, therefore, their staffing needs – will not be finalized until the early spring.

**If I am at a closing school and I want to interview at a receiving school, will I be guaranteed that opportunity?**

Yes. As long as there is a budgeted vacancy in your job type, you will have an opportunity to interview.

**How can I learn about vacancies at other schools?**

Once school budgets are finalized in the spring, we will publish an official vacancy list on the DCPS website.

**Can I transfer now?**

No. The students at your school need you through the end of the school year. As noted above, we will make sure to provide you with multiple opportunities to find positions for the 2013-14 school year.

**Washington Teachers' Union (WTU) Members**

**If I am a WTU Member and currently work at a closing school, what will happen to me?**

You will be excessed from your school at the end of the school year according to guidelines outlined in the WTU contract. As noted above, we will provide a number of supports to facilitate your transition to another school.

**What happens once I am excessed?**

After being excessed, you will have 60 days to interview for a new position. After that period, if you have not been able to find a placement, you may be eligible for a buyout, early retirement benefits, or an extra year of employment to find a permanent position. These options are only available to WTU members who are in their third year and beyond, and whose most recent IMPACT rating is Effective or Highly Effective. All other WTU members who are unable to find positions will be separated from DCPS.

**Do excessed employees need to be hired before external candidates?**

No. Per the WTU contract, principals may hire whomever they choose. That said, we will do everything we can to help as many excessed WTU members as possible make a successful transition to another school.

**Can WTU members in closing schools who want to resign or retire submit a “Declaration of Intent to Not Return” (DINR)?**

Yes. More information about the DINR process will be communicated in the early spring.

**Teamsters, AFSCME, and CSO Members (Except Principals and APs)****How will school closures affect me if I am in the Teamsters, AFSCME, or CSO unions?**

If you are in one of these unions and the overall number of positions in the district in your specific job title is *increasing* from this year to next, you will be guaranteed a job at another school as long as you have a Highly Effective or Effective rating. If you have a lower rating and cannot identify a principal to offer you a position, you will be separated from the school system. If the overall number of positions in your job title is *decreasing* from this year to next, we will conduct a reduction in force (RIF).

**How will I know if the number of positions in my job title is increasing or decreasing from this year to next?**

After school budgets are completed in the spring, we will announce the list of job titles that are experiencing an increase, as well as those experiencing a decrease.

**Will staff members in these unions be given preference over external candidates?**

Yes. For job titles experiencing an increase in the total number of positions next year, we will not hire external candidates until all employees with a Highly Effective or Effective rating have been placed.

**Principals and Assistant Principals****How will school consolidation affect me if I am a principal or assistant principal?**

As we do every year, we will evaluate all principals and assistant principals for reappointment in the spring. If you are in a closing school and are reappointed, you will continue as a school leader at another campus. If you are non-reappointed, you may be eligible to retreat to your last permanent position.

**Contractors****How will school closures affect contracted employees?**

Contracted employees, such as food service workers and security personnel, should contact their employer for additional information.